

Version: 1.0 (Updated May 2024)

PAIA Annual Report Submission Guide

A Step-by-Step Manual for Submitting Your Annual PAIA Report



**INFORMATION
REGULATOR**
(SOUTH AFRICA)

*Ensuring protection of your personal information
and effective access to information*

www.inforegulator.org.za

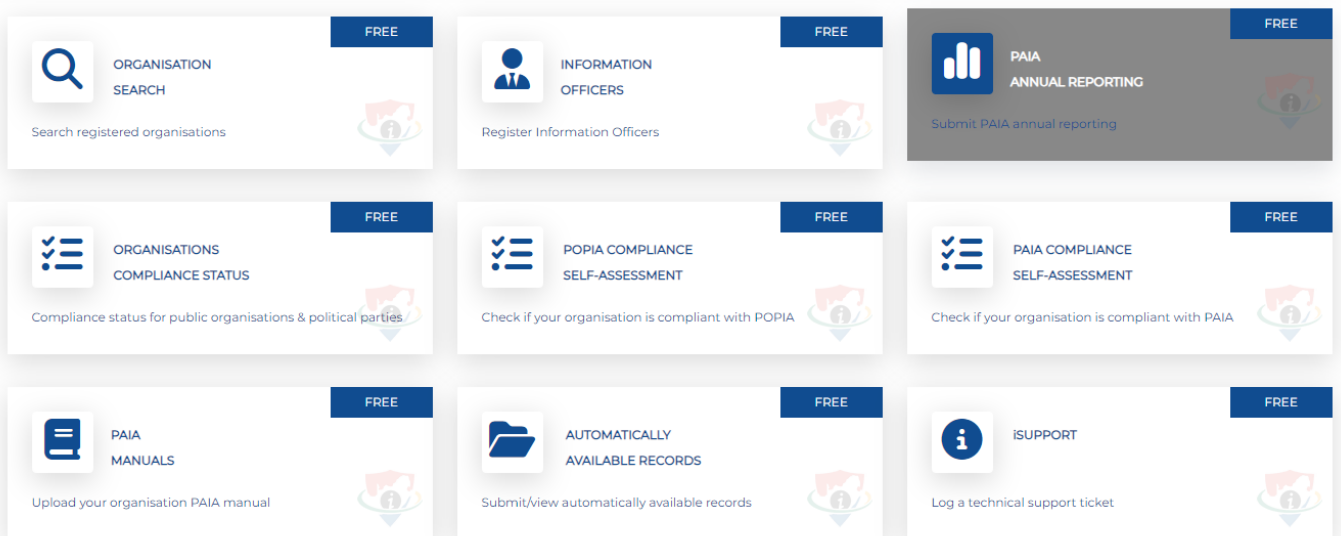


1. Accessing the eServices Portal

To access the eServices portal, simply visit the Information Regulator website at <https://inforegulator.org.za>. Once on the homepage, you'll find a prominent "eServices" banner, which will directly lead you to the portal. Alternatively, you can directly access the eServices portal by typing <https://eservices.inforegulator.org.za> into your browser's address bar.

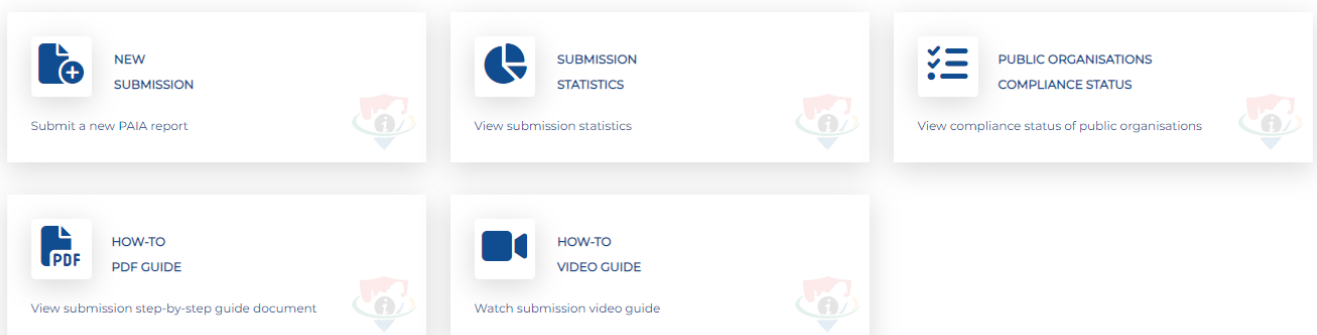
2. Navigating to the PAIA Annual Report Submission Process

To submit a PAIA Annual Report for your organisation, the organisation and its Information Officers must be registered. Log in to your account, then access the services page by clicking on the "Services" link located in the top navigation bar of the website. On the services page, you'll see a list of available services offered. Click on "PAIA Annual Reports".



3. Submission Options

To kick off a new submission process, simply click on the "New Submission" button. This action will enable you to start a new report submission for your organisation.



4. Selecting an Organisation

You will be presented with a list of organisations where you are an Information Officer, Deputy Information Officer, or Admin Officer. If there are no organisations listed, it indicates that you have not been appointed as an officer in any organisation yet. Select the organisation you want to submit for by clicking on the icon located to the right of the organisation name.

Org Name	Reg Date	Org Type	Annual Report	Select
Information Regulator	2024-04-17	PUBLIC ORGANISATION		

1 2 3 4 **5**

ANNUAL REPORT SUBMITTED
 ANNUAL REPORT NOT SUBMITTED

5. Report Questions

You will be presented with a list of questions, which you need to respond to based on the indicated financial year. There is a different set of questions for public and private organisations. All questions must be responded to. For additional guidance, click on the tooltip icon located to the right of each question.

No	Question	Response	Tooltip
1	The number of requests for access received	<input type="text" value="13"/>	
2	The number of requests for access granted in full	<input type="text" value="10"/>	
3	The number of requests for access granted in terms of section 46	<input type="text" value="5"/>	
4	The number of requests for access refused in full	<input type="text" value="3"/>	
5	The number of requests for access refused partially	<input type="text" value="0"/>	
6	The number of cases in which the periods stipulated in section 25 (1) were extended in terms of section 26 (1)	<input type="text" value="0"/>	
7	The number of internal appeals lodged with the relevant authority	<input type="text" value="1"/>	
8	The number of cases in which, as a result of an internal appeal, access was given to a record or a part thereof	<input type="text" value="2"/>	
9	The number of internal appeals which were lodged on the ground that a request for access was regarded as having been refused in terms of section 27	<input type="text" value="0"/>	
10	Number of decisions of the information Regulator reviewed against	<input type="text" value="0"/>	
11	The number of applications made to every court and the outcome thereof and the number of decisions of every court appealed against and the outcome thereof	<input type="text" value="1"/>	
12	The number of applications to every court which were lodged on the ground that an internal appeal was regarded as having been dismissed in terms of section 77 (7);	<input type="text" value="0"/>	

6. Submission Confirmation

This page serves as confirmation that your PAIA Annual Report has been successfully submitted. You will also receive a confirmation email.

Congratulations! You have successfully submitted your PAIA Annual Report for **INFORMATION REGULATOR** for the financial year **2023-24**. Your reference number for the filing is **202404000010**.

We've just dispatched a confirmation email to the email address linked with your account. Kindly check your inbox, including the spam/junk folder, to ensure receipt of the confirmation email.

Should you encounter any issues or have further inquiries regarding PAIA Annual Reporting process, feel free to contact our support team by logging a ticket under the iSupport option. Our team is waiting to assist you.

PAIA Annual Report Submission



noreply

To Tando Luyaba (Information Regulator)



Wed 2024/04/17 12:05

Dear Mr Luyaba,

You have successfully the PAIA Annual Report for your organisation. This email serves as confirmation for the submission.

Organisation Name: **Information Regulator**

Financial Year: **2023-24**

Submission Reference Number: **202404000010**

Should you encounter any issues or have further inquiries regarding your registration or the certification process, feel free to contact our support team by logging a ticket under the iSupport option. Our team is waiting to assist you.

Kind regards,
Information Regulator

This email has been sent from an unmonitored email address. Please do not respond to this email. For any queries, please Use the iSupport option under our eServices website to log a support ticket.